

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION
A \$25.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Firefighter/Paramedic**

Exam #: **67602**

Last Date for Filing: **February 20, 2015**

(Applications must be submitted in person or postmarked by February 20, 2015)

Date of Examination: **March 28, 2015**

Job Title: Firefighter/Paramedic, City of Troy, Starting Salary \$31,618

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. Candidates must be a resident of New York State for one (1) month immediately preceding the date of the exam. If selected for appointment, candidates must become and/or remain residents of Rensselaer County, and remain a resident for the duration of their employment as a Firefighter/Paramedic.

The City of Troy retains the right to give preference to Troy residents.

DUTIES OF THE POSITION: *(Illustrative only)*

- Responds to fire alarms and emergency calls with fire company;
- Lays and connects hose lines and nozzles, turns water on and off;
- Holds a fire hose and directs the stream;
- Operates a pressure pump;
- Puts up and climbs ladders, and enters buildings when necessary;
- Makes openings in burning buildings for ventilation and entrance;
- Removes persons from burning buildings;
- Performs salvage operations at scenes of fire, such as covering furniture with tarpaulins and cleaning debris;
- Inspects buildings periodically for fire hazards;
- Learns and practices new methods of fighting fires;
- Drives and operates motor driven firefighting equipment;
- Performs miscellaneous clerical work when assigned;
- Gives emergency first aid treatment to injured persons;
- Administers first aid treatment or life support care to sick or injured persons in prehospital settings;
- Administers drugs, orally or by injection, or perform intravenous procedures under a physician's direction;
- Immobilizes patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device;
- Cleans and maintains firefighting equipment;
- Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination:

- Graduation from high school or possession of a high school equivalency diploma;

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPOINTMENT:

- Candidates shall be 18 years of age at time of examination (**DATE OF BIRTH MUST BE ON APPLICATION**);
- Candidates shall possess and maintain a valid **New York State Driver's License** for entire term of employment ;
- Prior to appointment, candidates shall pass a medical exam, a physical agility test (CPAT), a psychological evaluation, and a thorough background investigation;
- Prior to appointment, candidates shall possess a valid, current certificate as an Emergency Medical Technician – Paramedic (EMT-P) issued in accordance with Part 800, Chapter IV of the State Emergency Medical Service Code and maintain such certification throughout entire term of employment.

ANTICIPATED ELIGIBILITY: If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test is designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Advising and interacting with others**- These questions test for the ability to interact with other people, to gather and present information, and to provide assistance and advice in a courteous and professional manner.
2. **Using logical reasoning to draw valid conclusions**- These questions test for the ability to examine true statements and logically evaluate conclusions based on the information in the statements.
3. **Mechanical reasoning**- These questions will be accompanied by drawings or descriptions of various mechanical devices, such as gears, pulleys, levers, hand tools, and gauges. You will be required to demonstrate an understanding of how the devices work and the underlying mechanical principles involved. These devices are not limited to use in the fire service.
4. **Understanding and interpreting written material pertaining to fire**- The questions in this subtest test how well the candidate comprehends written material. The candidate is provided with brief reading selections, followed by a set of alternative statements relating to each selection. The candidate is to indicate the most appropriate statement relating to the selection on the basis of whether it:
 - a. accurately paraphrases portions of the selection; or
 - b. adequately summarizes the selection; or
 - c. presents an inference that can reasonably be drawn from the selection.

The reading selections are drawn from a variety of sources related to the fire fighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

A Guide for the Written Test for Firefighter is available at the New York State website:www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

THE USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION
CELL PHONE CALCULATORS ARE PROHIBITED

NOTICE TO CANDIDATES: Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checker, personal digital assistant, address book, language translator, dictionary or any similar devices are prohibited

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

***QUALIFYING PHYSICAL AGILITY TEST (CPAT)** – consists of eight (8) events: 1) Stair Climb; 2) Hose Drag; 3) Equipment Carry; 4) Ladder Raise and Extension; 5) Forcible Entry; 6) Search; 7) Rescue; 8) Ceiling Breach and Pull. Successful candidates who are called for the CPAT test will be given four (4) weeks notice and sent a copy of the requirements.

RETEST POLICY – Should a candidate fail to pass the physical agility portion of this examination, they will be allowed to retest after a minimum of six months has passed since the last attempt, at the discretion of the Troy Civil Service Commission. A passing score on the physical agility test will be good for one year from date.

VETERANS or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from this office.

Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. An incomplete application may be disapproved. Applications are available on line at www.troyny.gov or at the Civil Service Commission Office, Troy City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

APPLICATION FEE: A **\$25.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail.

If mailing the application, send check or money order, payable to the Troy Civil Service commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. **All claims for application fee waiver are subject to verification. Complete a “Request for Application Fee Waiver and Certification” form and submit it with your application.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY or online at www.troyny.gov .

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

CROSS FILER STATEMENT: Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your examination.

ALTERNATE TEST DATE POLICY: The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.

AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.
To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.